**Using Paint to Crop a Screen Print**

1. **Sort H drive by date** - Got to H drive > In view click on details > Click on column labeled “Date Modified” – It will sort the files by date. (May be from old to new; click again and it will reverse sort – from new to old.)
2. **Create new folder – FP TR** - Up in the toolbar, click on “File” then new and folder. Label new folder FP TR. This is where you can save work from this room. Hold down SHIFT and click on PrtScrn (print screen) – this will capture an image of your desktop and your H drive.
3. **Open Paint program** – Click on Start button in lower left corner; then on All Programs. Click on Accessories (near the top) and Paint. The program will open. Hold down Ctrl and click on the letter v and your screen print will paste into the Paint program. (Ctrl/c copies; Ctrl/v pastes; Ctrl/x cuts)
4. **Crop the image** – Use the Select tool (right below edit button to crop the image) to select only your H drive items.
5. **Save Image to H drive** - Right click and click on “Copy to” your H drive using the file name of “your first name” H drive December 7.
6. **Close Paint program** – you do not need to save the image in paint.

